

C O N F I D E N T I A L

OIS 83-454

13 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]  
Acting Director of Information Services

OIS Registry

File: OAM 2 25X1

SUBJECT: Reduction in Travel Authorizing Personnel

1. In responding to the effort to reduce the number of personnel in the Agency who are authorized to approve TDY travel, we have reviewed our files on the subject and find that some changes can be made. Personnel whose authority to approve financial transactions within the Office of Information Services should be revoked are as follows:

<u>Name</u>	<u>Original Authorization</u>	
[Redacted]	11 December 1979	25X1
	15 October 1980	
	11 December 1979 [Redacted]	25X1

2. Personnel who have current authorization authority and who should continue to have this authority by virtue of their positions and responsibilities are as follows:

<u>Name</u>	<u>Authority Granted</u>	
[Redacted] Director, OIS	14 April 1981	25X1
[Redacted] Deputy Director, OIS	17 August 1981	25X1
[Redacted] Executive Officer, OIS	12 August 1982	25X1
[Redacted] Chief, Agency Archives and Records Center Branch	18 January 1980	25X1

25X1

[Redacted]

25X1

[Redacted]

[Redacted]

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3. Copies of the forms showing approval for the delegation of the currently required authority are attached for your reference. In addition, action has been taken to notify the Office of Finance of the names of our former personnel who should be removed from their OIS approval files.

25X1



25X1

Attachments:  
As stated

OIS/EXO/ (13 July 1983)

25X1

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